

EDUCATION FOR
HOMELESS CHILDREN AND YOUTH PROGRAM
TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT
AS AMENDED BY THE
NO CHILD LEFT BEHIND ACT OF 2001
NON-REGULATORY GUIDANCE



INDIANA DEPARTMENT OF EDUCATION

AUGUST 2004

Table of Contents

A. Introduction	Page 1
B. McKinney-Vento Liaisons and the State Coordinator	Page 1
C. Prohibition Against Segregation	Page 5
D. School Placement and Enrollment	Page 6
E. Dispute Resolution	Page 8
F. Comparable Services	Page 9
G. Unaccompanied Youth	Page 10
H. Coordination with Title I	Page 11
I. Transportation	Page 12
J. Grants to Local School Districts	Page 13
K. Contact Information	Page 15
Appendices	
Appendix A Definitions	
Appendix B Sample Student Residency and Student Rights Form	

A. Introduction

A-1. What is the McKinney-Vento Education for Homeless Children and Youth Program?

In the late 1980s it was discovered that only 50 percent of the homeless children and youth in the United States were regularly attending school. As a result, the McKinney-Vento Education for Homeless Children and Youth Program was created. The major program goal is to ensure that all children have an equal right to a free, appropriate public education by addressing problems with enrollment, attendance, and academic success for homeless children and youth. The program provides assistance to Indiana's 29,000 homeless children and the schools they attend to ensure that the cycle of homelessness is broken through education.

A-2. What is the legal authority for the McKinney-Vento Program?

The program is authorized by the McKinney-Vento Homeless Assistance Act, Title VII-B (42 USC 11431 et seq.). Originally authorized in 1987, the program was reauthorized by the No Child Left Behind Act of 2001.

A-3. What is the purpose of this guidance?

The primary purpose of this guidance is to describe the requirements of the McKinney-Vento Act and to provide recommendations for implementation. This guidance does not provide any additional requirements beyond those already imposed by federal legislation. Significant changes to the legislation are addressed. They include:

- Express prohibition against the segregation of homeless students. (See Section C of this guidance.)
- Immediate enrollment of homeless children and youth. This is required even if a homeless student is missing normally required documentation. Immediate enrollment is also necessary if a dispute arises regarding school placement, pending the resolution of the dispute. (See Section D.)
- Best interest determination- homeless children and youth are to be placed in a school based on their best interest. (See Section D.)
- The creation of McKinney-Vento Liaisons for every district. (See Section B.)
- Transportation requirements to and from the school of origin. (See Section I.)

B. McKinney-Vento Liaisons and the State Coordinator

B-1. What is a McKinney-Vento Liaison?

Under the changes provided by the reauthorization, *every* school district must designate a McKinney-Vento Liaison. The liaisons serve as a primary contact between the schools and the homeless families they serve. Many homeless children and youth struggle or fail in their

academic careers without someone to help identify and address their needs. Liaisons help fill the gap, ensuring homeless students the chance to thrive academically.

B-2. What are the primary responsibilities of McKinney-Vento Liaisons?

School liaisons are an integral link to academic and future economic success for children and youth experiencing the difficult conditions of homelessness. The McKinney-Vento Act outlines the following responsibilities for liaisons:

- Ensuring the identification of homeless children and youth by school personnel and through coordination with other community agencies;
- Ensuring that homeless students enroll in and have full opportunity to succeed in the public school setting;
- Ensuring the provision of educational and related services for which homeless students are eligible, including Even Start, Head Start, other preschool programs, health programs, school nutrition programs, textbook assistance, Title I services, and referrals to health, dental, mental health, and other appropriate services;
- Ensuring that parents and guardians are informed of the educational options available to their children and that they have meaningful opportunities to participate in their children's educations;
- Ensuring that parents, guardians, and unaccompanied youth are fully aware of transportation services and other comparable services and are assisted with accessing those services;
- Providing dispute mediation in accordance with the McKinney-Vento Act; and
- Ensuring that public notice of educational rights for homeless children and youth are posted in educational settings and other locations where homeless families may frequent.

B-3. What strategies can a McKinney-Vento Liaison use to identify homeless preschoolers?

Social service and shelter agencies in the local area can be valuable resources in identifying homeless children and youth. The liaison can work with school office personnel, who can inquire at the time of enrollment if there are any preschool aged children in the family. The district special education program can be a helpful partner as the Individuals with Disabilities Education Act (IDEA) requires that highly mobile children with disabilities are included in the Child Find process for early identification. Partnerships with the local Head Start programs are strongly recommended as well.

B-4. Where can McKinney-Vento Liaisons get help?

The Indiana Department of Education has a State coordinator for the program who acts as a resource for McKinney-Vento Liaisons. The State coordinator can be reached at (317) 232-0548.

B-5. What are the primary responsibilities of the State Coordinator for Education of Homeless Children and Youth?

The State coordinator works with both the U.S. Department of Education and the local school districts. In addition to providing technical assistance and trouble shooting to McKinney-Vento Liaisons, the coordinator is responsible for writing the state McKinney-Vento plan, coordinating services, gathering data, and creating reports for the USDE. The coordinator also administers the McKinney-Vento grants to districts and their community partners.

B-6. What are the technical assistance responsibilities of the State coordinator?

Technical assistance primarily focuses on helping districts remove barriers, including those related to enrollment, school choice and placement, attendance, school records, duties of McKinney-Vento Liaisons, and the review of policies and procedures that may cause obstacles for homeless students. Technical assistance may involve educating district personnel on the requirements of the McKinney-Vento Act, assisting with the creation of procedures to identify and enroll students, creating community awareness of eligibility of children, dispute resolution, or identifying specific school community needs.

B-7. Is the State coordinator required to provide technical assistance only to school districts that receive McKinney-Vento grants?

No. The State coordinator is required to provide technical assistance to all districts; the Act applies to all public schools.

C. Prohibition Against Segregation

C-1. May districts segregate homeless children and youth in separate programs or schools?

No. Both state and district policy must ensure that homeless students will be kept in the mainstream school environment to the maximum extent possible. Steps must be taken to ensure that students will not be segregated or stigmatized based on their housing status.

C-2. May a district educate homeless children at an off-school facility, such as a shelter?

No. Homeless children and youth must be integrated into the regular academic program. Programs and services should be utilized through already existing mechanisms whenever possible to allow homeless students to remain with their peers.

C-3. May a school separate a child from the regular school program if he or she resides in a domestic violence shelter?

Schools should develop measures to protect children who have experienced domestic violence. These measures can include sensitizing bus drivers and school personnel to the child's

circumstances, providing anonymous drop off and pick up locations for school buses, enrolling the child in a different school, protecting children's identities in school databases, training school personnel on confidentiality laws and policies, and assisting families with filing copies of protective orders with schools. All measures taken should address safety issues while providing equal opportunities for education with the least amount of disruption possible.

C-4. Are transitional classrooms in shelters, where children and youth receive educational services while they are being assessed or while they wait for school records, permissible under McKinney-Vento?

No. Policies that remove barriers to enrollment, including the tracking, obtaining, and transferring of records, should eliminate the need for transitional classrooms.

C-5. In providing special services to homeless children and youth, how does a school avoid stigmatizing those children?

Homeless students are entitled to the same services normally provided to their non-homeless peers; they should also be provided services in the same setting as their non-homeless peers whenever feasible. If it is appropriate to provide a supplemental service exclusively for homeless students, steps should be taken to prevent stigmatizing students. For example, a shelter based tutoring program for homeless students should not be called "Homeless Tutoring Club" but should be given a name such as the "Homework Club" to avoid negative attention.

D. School Placement and Enrollment

D-1. On what basis does a district make school placement determinations for homeless children and youth?

School placement determinations should be made based on the "best interest" of the child. School placement choices for homeless children and youth include their school of origin, which is the school they attended when permanently housed or the last school they attended, and the school in whose attendance area the children are temporarily residing. Children may continue to attend their school of origin for the duration of their homelessness or until the end of the academic year if they become permanently housed over the course of the academic year.

D-2. How does a district determine the child or youth's best interest?

Homeless students should be allowed to remain in their school of origin whenever feasible unless this is in direct conflict with the wishes of the parents or guardians. If the district determines that it is in the best interest of the child to attend a different school than the school of origin or the school requested by the parent, the district must provide a written explanation to the parent, guardian, or unattached youth stating the reason for the transfer. The written statement should also include an explanation of how to appeal the decision.

D-3. What are a school's responsibilities for enrolling homeless children and youth?

Schools must immediately enroll children and youth who request enrollment. Homeless children and youth should be enrolled even if they do not have documents normally required for enrollment, including proof of legal residence, medical records, school records, birth certificates, and other similar documents. To be considered enrolled, students must be attending classes and participating fully in school and school activities.

D-4. What should a district consider when determining the extent to which it is feasible to educate a homeless child or youth in his or her school of origin?

Determinations should be made on an individual basis and be child-centered. Considerations that should be made are time left in the school year, length of anticipated stay at the temporary shelter, special education needs, other academic programming in the interest of the child, distance between the school and the temporary shelter, age of the student, and safety issues such as protection from domestic violence.

D-5. Why is it so important to maintain a stable education for homeless children and youth?

A stable school experience is critical for the success of homeless children and youth. Research shows that it takes four to six months for children to recover academically after transferring to a new school, yet homeless children move 12 times as often as their housed peers. The rate at which homeless students repeat a grade is twice as high as the national average. Unstable school attendance is also linked to higher dropout rates.

D-6. What information should the statement of rights include?

Parents and guardians should be informed in writing at the time of enrollment and at least twice annually of the educational rights that their children have. This should include their right to attend the school of origin or the school in whose attendance area they are temporarily residing, their right to comparable services including transportation, and the contact information of the McKinney-Vento Liaison and State coordinator. Parents should also be notified in this statement that their children cannot be separated or otherwise stigmatized due to their homelessness. The form should be brief and easily understood and should include a place for parents to sign indicating that they have received and understand the statement.

D-7. What are some steps that districts can take to ensure immediate enrollment?

Several strategies can be used to help facilitate immediate enrollment. They include, but are not limited to:

- Training all school enrollment personnel, guidance counselors, social workers, secretaries, nurses, and principals on the legal requirements;
- Reviewing and revising policies and procedures to ensure they comply with the McKinney-Vento Act;
- Developing affidavits of residence or other forms to replace proof of residency;

- Using the custodial agreement forms developed by the Department of Education;
- Creating enrollment forms for unattached youth and other forms to replace the typical proof of birth documents;
- Establishing school based immunization clinics, health fairs, or other opportunities for on-site immunizations;
- Collaborating with community or public agencies to provide uniforms;
- Accepting school records directly from families and youth;
- Contacting the previous school for records and placement assistance;
- Developing short assessment tools to place students immediately while waiting for academic records to arrive;
- Developing information in languages other than English to ensure that parents understand the guidance given to them;
- Developing clear, easily understood, and accessible forms for written explanations of decisions and the right to appeal; and
- Expeditious follow-up on special education needs and language assistance services.

When implementing new policies or procedures, school districts should take care that they not create barriers unintentionally.

E. Dispute Resolution

E-1. What procedures must a district follow if a dispute arises between a school and a parent or guardian regarding placement of a homeless child?

If a dispute arises, the student must be immediately enrolled in the school in which enrollment was sought until the dispute is settled entirely. If a student is already enrolled and attending a school when a dispute arises, the child must be allowed to continue to attend the school until a resolution can be reached. This requirement is the same for unattached youth.

Indiana schools must follow due process in removing a child from a school or district. The parents must be notified of their child's rights, including an explanation of school placement and procedures to remove a child from school. Hearing officers should be made aware of the McKinney-Vento Act and the rights provided to homeless students as a result.

E-2. What procedures must a district follow if a dispute arises between a school and an unaccompanied youth regarding placement of the unaccompanied youth?

Unattached youth have the same educational rights as children with parents. McKinney-Vento Liaisons should assist unattached youth with making decisions and advocate on their behalf.

E-3. What should we do if the parent or guardian is still in disagreement with the district after the hearing?

If a hearing officer at the time of the hearing determines that the homeless student should be placed in a different school or district than the one requested, the parent, guardian, or unattached

youth must be given a written explanation of the reason for denial, as well as an explanation of the steps available to appeal the decision. Parents should also be provided with the contact information for the McKinney-Vento Liaison. Decisions regarding the placement of homeless children and youth may be appealed to the state level, with a hearing in front of the State Board of Education. The notice should be provided in a language that the parents, guardians, or unattached youth can understand.

E-4. What are effective strategies for a district to use to resolve enrollment disputes?

Many strategies can be used to efficiently resolve enrollment disputes. They include:

- Resolving disputes at the district level instead of the school level;
- For the resolution of inter-district disputes, a representative from all involved districts and the State coordinator should be present;
- Disputes regarding student placement should always be resolved using due process;
- Parents, guardians, and unattached youth should be able to initiate the dispute resolution process directly at the school they choose, at the school district or McKinney-Vento Liaison's office;
- Parents, guardians, and unattached youth should be allowed to present written or oral documentation to support their position;
- Students must be provided all services that they are eligible for while waiting for the dispute to be resolved;
- Written notice should be brief, clearly stated, and in a language that parents, guardians, and students can understand.

Written notice is most effective when it also has other components, such as an easily detachable form that can be completed and turned in to the school to initiate due process. (The school should provide a copy of the completed form to the parents for their records.) The form should include a step-by-step description of the dispute process, including a timeline. Other information, such as the student's right to immediate enrollment and full participation in school and school activities until the dispute is resolved and the right to appeal to the state level should also be provided.

F. Comparable Services

F-1. What are a district's responsibilities regarding comparable services?

School districts must provide services to homeless children and youth that are comparable to the services received by their permanently housed peers. Services that should be provided include school nutrition programs, public preschool, educational programs or services for which homeless students meet the eligibility criteria, programs for children with disabilities, programs for English language learners, vocational education, gifted education, before- and after-school programs, and transportation.

F-2. What are the responsibilities of a district regarding coordination of services for homeless children and youth?

School districts are responsible for coordinating with social service and housing providers, as well as other programs, on issues such as transportation, the transfer of records, and immunizations. This includes working with programs such as the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.). Districts must also work with housing providers. The coordination is to ensure that homeless students have access to educational and support services. Coordination should also enhance awareness of key issues regarding the effects of homelessness and the challenges that homeless children experience.

G. Unaccompanied Youth

G-1. Why does the McKinney-Vento Act place special emphasis on serving the needs of homeless unaccompanied youth?

Homeless unaccompanied youth are frequently among our most disenfranchised. They often experience unique barriers in enrolling and succeeding in school. Attendance policies, legal guardianship issues, and credit accrual can create roadblocks that prevent students from enrolling in and attending school. Without the guidance of a parent or guardian, unaccompanied youth may not understand their educational rights or how to access the services available to them.

G-2. How do McKinney-Vento Liaisons assist homeless unaccompanied youth in accessing the educational services to which they are entitled?

McKinney-Vento Liaisons provide guidance to unaccompanied youth in several areas. Some ways that McKinney-Vento Liaisons assist unaccompanied youth include:

- Informing unaccompanied youth of their educational rights and the meaning of those rights;
- Helping unaccompanied youth decide which school they should enroll in and assisting them in the enrollment process;
- Providing unaccompanied youth with the notice of their right to appeal decisions counter to their wishes;
- Informing unaccompanied youth of their right to transportation and helping them access transportation;
- Ensuring that unaccompanied youth are enrolled immediately; and
- Ensuring that unaccompanied youth continue to attend school while waiting for disputes to be resolved.

G-3. What special needs do unaccompanied youth have?

Each year 5,000 unaccompanied youth die from assault, illness, or suicide. Between 20 and 50 percent of unaccompanied youth have reported sexual abuse while 40 to 60 percent have reported physical abuse at home. Some unaccompanied youth leave home in order to find safety; other youth are forced out of their homes by parents or guardians. Many unaccompanied youth have needs that go unmet due to their lack of knowledge about how to access services. Programs

exist to help prevent tragic endings for these youth by providing them with safe housing, reliable incomes, adult support, and an education.

H. Coordination with Title I

H-1. Are homeless children and youth eligible to receive Title I, Part A services?

Yes. All homeless children and youth are automatically eligible for Title I, Part A services. Homeless students are eligible for services even if the school they attend does not operate Title I programs. They are also eligible even if they do not meet the academic criteria normally required of other children for participation.

School districts receiving Title I, Part A funds must include in their application a description of how homeless children and youth will be served. This plan for services must reflect coordination with the McKinney-Vento Act.

H-2. Are homeless children and youth who attend non-Title I schools eligible to receive Title I, Part A services?

Yes. School districts must provide comparable services to homeless students not attending Title I schools. Districts must reserve a portion of their funds to serve homeless children not attending a Title I school. This provision applies to homeless students in public and private schools and institutions for neglected and delinquent children.

H-3. What types of services may a district provide to homeless students with funds reserved under Section 1113(c)(3) of Title I?

The funds may be used for a variety of purposes, including:

- Provision of support services to children in shelters and other places where homeless children are residing;
- Outreach to homeless children and youth and their families;
- Provision of clothing to meet school dress codes;
- Support of a full-time McKinney-Vento Liaison;
- Support of basic needs that allows students to participate more fully in school;
- Supplemental instruction to students at risk of school failure;
- Parent involvement focusing on homeless families;
- After-school and summer programs; and
- Research based programs benefiting highly mobile children.

Services provided can be outside the scope of services normally provided to other Title I students if they are unavailable from other sources. Title I funds may not be used to provide transportation to the school of origin for homeless students.

H-4. Should ISTEP+ testing include homeless students?

Yes. School districts must include homeless students in their academic assessment, reporting, and accountability systems. Students that have been in a school for a full academic year must be included in school, district, and state accountability. The assessment results of homeless students do not need to be disaggregated into a separate category. However, as homeless students fall into the low end of the poverty continuum, their scores should be included in the economically disadvantaged category, as well as other applicable categories.

I. Transportation

I-1. What responsibilities does a district have in providing transportation services to homeless children and youth?

The lack of transportation was found to be the number one barrier preventing homeless students from enrolling in and regularly attending school in the FY 2000 Report to Congress. As a result, The McKinney-Vento Act requires that transportation policies and procedures be reviewed to remove barriers for homeless children and youth. Additionally, homeless students are entitled to receive transportation available to permanently housed children.

School districts must create policies to ensure the provision of transportation to the school of origin at the request of the parent, guardian, or unaccompanied youth. The following guidelines apply:

- If a homeless student is residing in the attendance area served by the student's school of origin, the district must provide or arrange for the student's transportation to and from the school of origin.
- If a homeless student continues his or her education in the school of origin but begins living in the attendance area of a school served by another school corporation, the school corporation of origin and the corporation in which the student is residing must agree on a method of providing transportation to the student. This includes a method to divide the responsibility and cost for providing transportation to and from the school of origin. If the two school corporations cannot come to an agreement, the responsibility and costs shall be divided and shared equally.

I-2. How can districts ensure that the education of homeless students is not disrupted during inter-district transfers?

Districts should have inter-district agreements to prevent the disruption of a student's education. Districts near state lines should also develop interstate agreements to address transportation issues as well.

I-3. May funds under Part A of Title I or Part A of Title V of the ESEA be used to transport homeless students to and from the school of origin?

No, districts may not use funds from Title I, Part A or Title V, Part A to provide transportation to the school of origin. The supplanting provisions in Title I and Title V prohibit the use of funds for activities that would otherwise be required.

I-4. Who should be involved in developing and implementing transportation policies for homeless students?

McKinney-Vento Liaisons, district transportation directors, representatives from neighboring districts, homeless service providers, and other appropriate district leadership should be included for best results in coordinating transportation to homeless students. The district can determine the mode of transportation most suitable for a student based on the best interest of the child and in consultation with parents or guardians.

I-5. Is a district required to transport homeless students to and from their school of origin, if needed, while enrollment disputes are being resolved?

Yes. Transportation is a comparable service that must be provided at the request of the parent, guardian, unattached youth, or McKinney-Vento Liaison while disputes are being resolved. Inter-district disputes should be mediated at the state level.

I-6. If a district does not provide transportation to non-homeless students, is it required to transport homeless students?

Yes. The McKinney-Vento Act requires transportation to be provided by or arranged for by the district at the request of the parent, guardian, or McKinney-Vento Liaison (in the case of an unaccompanied youth).

I-7. Is a school district required to provide transportation after the homeless child or youth is permanently housed?

No. However, providing transportation after a homeless child achieves permanent housing may determine the child's ability to remain in their school of origin until the end of the academic year. Therefore, it is likely that providing transportation after permanent housing is achieved will positively impact the child's success and achievement in school by providing a consistent learning environment. Title I Part A and Title V Part A funds may be used to supplement transportation efforts at this point.

J. Grants to Local School Districts

J-1. Who is eligible for a McKinney-Vento grant?

Any public school in collaboration with a community agency is eligible for a McKinney-Vento grant.

J-2. On what basis are grants awarded to local districts?

Grants are competitively awarded to districts based on the quality of their application and the level of need in the school district.

J-3. What information must a district provide in its application for McKinney-Vento funds?

Grant applications must include an assessment of the educational and related needs of homeless children and youth in the district, a description of the programs and services the district would provide, and a description of the policies and procedures the school district would use to prevent the isolation and stigmatization of homeless students. Assurances that the district would meet the maintenance of effort requirement and that funds would be used in accordance with section 722(g)(3) through (7) of the Act must also be included.

J-4. On what can McKinney-Vento funds be spent?

McKinney-Vento funds may be used for activities that assist homeless students in enrolling, attending, and succeeding in school. Approved activities include in particular:

- Tutoring, supplemental instruction, and other educational services that help homeless children and youth reach the same challenging state content and state student performance standards to which all children are held. As clearly specified in the ESEA as reauthorized by the NCLB Act, all academic enrichment programs for disadvantaged students, including programs for homeless students, must be aligned to state standards and curricula. Additionally, when offering supplemental instruction, districts should focus on providing services for children and youth that reflect scientifically-based research as the foundation for programs and strategies to ensure academic success.
- Expedited evaluations of eligible students to measure their strengths and needs. These evaluations should be done promptly in order to avoid a gap in the provision of necessary services to such children and youth. Evaluations may also determine a homeless child or youth's eligibility for other programs and services, including educational programs for gifted and talented, special education and related services for children with disabilities, English language acquisition, vocational education, school lunch, and appropriate programs or services under ESEA.
- Programs and other activities designed to raise awareness among educators and pupil services personnel of the rights of homeless children and youth under the Act, and the special needs such children and youth have as a result of their homelessness.
- Referrals of eligible students to medical, dental, mental, and other health services.
- Paying the excess cost of transportation not otherwise provided through federal, state, or local funds, to enable students to attend schools selected under section 722(g)(3) of the Act.
- Developmentally appropriate early childhood education programs for homeless children of preschool age that are not provided through other federal, state, or local funds.

- Services and assistance to attract, engage, and retain homeless children and youth, and unaccompanied youth, in public school programs and services provided to non-homeless children and youth.
- Before- and after-school programs, mentoring, and summer programs for homeless children and youth. Qualified personnel may provide homework assistance, tutoring, and supervision of other educational instruction in carrying out these activities.
- Paying fees and costs associated with tracking, obtaining, and transferring records necessary for the enrollment of students in school. The records may include birth certificates, guardianship records, immunization records, academic records, and evaluations of students determining eligibility for other programs and services.
- Education and training programs for parents of homeless children and youth regarding the rights their children have as homeless individuals and the educational and other resources available to their children.
- Programs coordinating services provided by schools and other agencies to eligible students to expand and enhance such services. Coordination with programs funded under the Runaway and Homeless Youth Act should be included in this effort.
- Pupil services programs providing violence prevention counseling and referrals to such counseling.
- Programs addressing the particular needs of eligible students that may arise from domestic violence.
- Providing supplies to non-school facilities to enable them to provide services.
- Providing school supplies to eligible students at shelters, temporary housing facilities, and other locations as appropriate.
- Providing extraordinary or emergency services to eligible students as necessary to enroll and retain such children and youth in school.

J-5. For how long can a district receive a grant?

Districts may receive the grant for a period of not more than three years. Upon successful completion of a grant period, districts may reapply for further funding. Currently, Indiana has both one year and three year grant award periods.

K. Contact Information

K-1. Whom do I contact for more information about the McKinney-Vento program?

For further assistance, please contact the State coordinator at (317) 232-0548 or (800) 833-2199.

More information can also be found on the Division of Educational Options webpage. It can be accessed via the internet at: <http://www.doe.state.in.us/>.

APPENDIX A: DEFINITIONS

Homeless

The McKinney-Vento Act defines a homeless individual as a person lacking a fixed, regular, and adequate nighttime residence. This includes:

- Children and youth sharing housing due to economic hardship or loss of housing;
- Children living in hotels, motels, trailer parks, or campgrounds due to lack of other housing;
- Children living in emergency, transitional, or domestic violence shelters;
- Children awaiting foster care;
- Children living in hospitals due to abandonment there;
- Children and youth living in public places not designed for or used regularly as sleeping quarters;
- Children living in cars, parks, public places, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- Migratory children who are living in situations described above.

Foster Children

Foster care is defined as 24 hour substitute care for children who are not in the supervision of their parents or guardians due to placement elsewhere under the care and supervision of state agencies. This can include foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes. This definition includes licensed and unlicensed facilities.

Children who are awaiting foster care ARE considered homeless. Children who are in foster care are NOT homeless.

Children who were previously homeless but are no longer homeless due to placement in foster care have the same rights as other children who were previously homeless but achieved permanent housing. Specifically this includes, but is not limited to, free textbooks and meals, as well as attendance at their school of origin until the end of the academic year.

Unaccompanied Youth

The term unaccompanied youth refers to any youth not in the physical custody of a parent or guardian.

School of Origin

The School of Origin is the school that the homeless student was enrolled in when permanently housed or the last school in which the child was enrolled.

Enroll or Enrollment

The terms enroll and enrollment include attending classes and participating fully in school activities, including both the regular academic program and all supplemental school activities.

APPENDIX B

SAMPLE RESIDENCY INFORMATION FORM

This questionnaire is in compliance with the McKinney-Vento Act, U.S.C.A. 42 Section 11302(a). Your answers will help the administrator determine residency documents necessary for enrollment of your student(s).

Student _____ Parent/Guardian _____
School _____ Phone/Pager _____
Age _____ Grade _____ D.O.B. _____
Address _____ City _____
Zip Code _____ Is this address Temporary or Permanent?

Please choose which of the following situations the student currently resides in (you can choose more than one):

- _____ House or apartment with parent or guardian
- _____ Motel, car, or campsite
- _____ With friends or family members (other than parent/guardian)
- _____ Shelter or other temporary housing

If you are living in shared housing, please check all of the following reasons that apply:

- _____ Economic situation
- _____ Temporarily waiting for house or apartment
- _____ Provide care for a family member
- _____ Living with boyfriend/girlfriend
- _____ To enable child to attend XXXX Schools
- _____ Loss of employment
- _____ Other (Please explain)

Are you a student under the age of 18 and living without your parents or guardians? Yes _____ No _____

Residency and Educational Rights

Students who are in temporary, inadequate, and homeless living situations have the following rights:

- 1) Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- 2) Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation;
- 3) To attend the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the local McKinney-Vento Liaison at (555) 123-4567 or the State coordinator at (800) 833-2199.

By signing below, I acknowledge that I have received and understand the above rights.

Signature of Parent/Guardian/Unattached Youth

Date

Signature of McKinney-Vento Liaison

Date